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MARINE CORPS WASHINGTON DC  
FIELD SERVICES TASK ANALYSIS.(U)  
AUG 79

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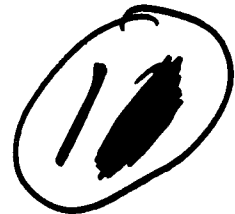
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**LEVEL II**

**FIELD SERVICES  
TASK ANALYSIS**



AD A088380



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*Date: Aug. 1979*

**HEADQUARTERS, U.S. MARINE CORPS  
OFFICE OF MANPOWER UTILIZATION  
QUANTICO, VIRGINIA, 22134**

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HEADQUARTERS UNITED STATES MARINE CORPS  
OFFICE OF MANPOWER UTILIZATION  
QUANTICO, VA 22134

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27 AUG 1980

From: Director, Office of Manpower Utilization  
To: Director, Technical Information Center (ATTN: Mr. SHAFER),  
Doctrine Process Division, Cameron Station, Alexandria  
Virginia 22314

Subj: Input to NTIS; request for

Ref: (a) FoneCon between Mr. SHAFER (DTIC) and Mrs. CLINE  
(Code MPU, HQMC) of 26Aug80

Encl: (1) Task Inventories for OccFlds 01, 04, 11, 13, 14, 15,  
21, 30, 31, 32, 40, 40, 50, 50, 60/61 and 66  
(11 copies each)

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By direction

*24 titles*

*AD A088 380*

*AD A088 403*

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

1

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### GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
  2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
  3. MARK ONLY THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
  4. IF IT IS NECESSARY TO CHANGE A RESPONSE, BE SURE TO ERASE IT COMPLETELY.
  5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
  6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
  7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED ANSWER BOOKLET.
- NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

# PART I - BACKGROUND INFORMATION SECTION

## INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

### E X A M P L E S

2 SEX  
MALE  
FEMALE 2

18. DO YOU HAVE A MILITARY  
DRIVERS LICENSE.

YES  
NO 1

### EXAMPLE MOS (3215)

6.	PRIMARY	MOS
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. QUESTIONS 14, 15, 16, 18, AND 19 ARE LISTED ON THE FOLLOWING PAGE: PLEASE RESPOND TO EVERY QUESTION.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTIONS 14, 15, 16, 18, AND 19 IN THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)
- 001 ASSISTANT CHIEF ELECTRICIAN
  - 002 BASIC REPAIRMAN
  - 003 JEQ NCOIC
  - 004 BULK FUEL HANDLING FOREMAN
  - 005 BULK FUEL INSTRUCTOR
  - 006 BULK FUEL MAN
  - 007 BULK FUEL MANAGER
  - 008 CHIEF ELECTRICIAN
  - 009 CL III OPERATIONS/REQUIREMENTS MAN
  - 010 CL III OPERATIONS/REQUIREMENTS NCO
  - 011 COURSE PROGRAMMER
  - 012 CREW CHIEF
  - 013 CYCLIC CREW CHIEF
  - 014 DIESEL MECHANIC
  - 015 DISPATCHER/QUALITY CONTROL
  - 016 DISPENSING NCU
  - 017 DISPENSING OPERATOR
  - 018 ELECTRIC SHOP FOREMAN
  - 019 ELECTRICAL EQUIPMENT MECHANIC
  - 020 ELECTRICAL EQUIPMENT OPERATOR
  - 021 ELECTRICAL EQUIPMENT REPAIRMAN
  - 022 ELECTRICAL EQUIPMENT REPAIRMAN/OPERATOR
  - 023 ELECTRICAL FOREMAN
  - 024 ELECTRICAL SUPERVISOR
  - 025 ELECTRICIAN
  - 026 ELECTRICIAN/DRIVER
  - 027 ELECTRICIAN/RANGE OPERATOR
  - 028 EMERGENCY CREW CHIEF
  - 029 ENGINEER TECHNICIAN
  - 030 FABRIC REPAIR CHIEF
  - 031 FABRIC REPAIRMAN
  - 032 FABRIC REPAIR SPECIALIST
  - 033 FACILITIES INSPECTOR
  - 034 FUEL DISTRIBUTION SYSTEMS INSPECTOR
  - 035 FUEL FARM NCOIC
  - 036 FUEL HANDLING FOREMAN
  - 037 FUEL SPECIALIST
  - 038 FUEL SPECIALIST NCOIC
  - 039 GENERAL PROPERTY REPAIRMAN
  - 040 GENERAL PROPERTY REPAIR CHIEF
  - 041 GENERATOR REPAIRMAN
  - 042 GENERATOR REPAIRMAN/OPERATOR
  - 043 HEAD ELECTRICIAN
  - 044 HOUSING CHIEF
  - 045 HOUSING PROJECT NCO

046 HYGIENE CHIEF  
 047 HYGIENE EQUIPMENT CHIEF  
 048 HYGIENE EQUIPMENT CHIEF ASSISTANT  
 049 HYGIENE EQUIPMENT OPERATOR  
 050 HYGIENE EQUIPMENT REPAIRMAN  
 051 HYGIENE EQUIPMENT TECHNICIAN  
 052 HYGIENE FOREMAN  
 053 HYGIENE OPERATOR  
 054 HYGIENE TECHNICIAN  
 055 INSPECTION/PUBLICATIONS MAN  
 056 INSTRUCTOR  
 057 INSTRUCTOR ELECTRIC RANGES  
 058 INSTRUCTOR/NCOIC  
 059 LAUNDRY CHIEF  
 060 LAUNDRY MACHINE OPERATOR  
 061 LAUNDRY MAN  
 062 MAINTENANCE CHIEF  
 063 MAINTENANCE MAN  
 064 MAINTENANCE MANAGEMENT NCO  
 065 MAINTENANCE/OPERATIONS CHIEF  
 066 MAINTENANCE/POLICE NCO  
 067 MIMMS CLERK  
 068 NCOIC  
 069 NCOIC AIR CONDITIONING/REFRIGERATION  
 070 NCOIC CENTRAL CAMPS  
 071 NCOIC EMERGENCY SERVICE CREW  
 072 NCOIC EMERGENCY SERVICE WORK CENTER  
 073 NCOIC FUEL TESTER  
 074 NCOIC/MAINTENANCE CHIEF  
 075 OFFICE MACHINE CHIEF  
 076 OFFICE MACHINE MECHANIC  
 077 OFFICE MACHINE REPAIRMAN  
 078 OFFICE MACHINE REPAIR CHIEF  
 079 OFFICE MACHINE REPAIR SPECIALIST  
 080 OPERATIONS CHIEF  
 081 OPERATIONS COORDINATOR  
 082 PLATOON COMMANDER  
 083 PLATOON SERGEANT  
 084 PLUMBER  
 085 PLUMBING WATER MAN  
 086 PLUMBING WATER SUPPLY MAN  
 087 PLUMBING/WATER SUPPLY NCOIC  
 088 POWER SUPPLY NCO  
 089 PUMP OPERATOR  
 090 QUALITY CONTROL MAN  
 091 QUALITY CONTROL NCOIC  
 092 RAPID REFUELING NCO  
 093 RECORDS NCO  
 094 RECORDS/STORAGE NCO



095 REFRIGERATION/AIR CONDITIONING MECHANIC  
 095 REFRIGERATION FOREMAN  
 097 REFRIGERATION MECHANIC  
 093 REFRIGERATION SPECIALIST  
 099 REFUEL SECTION SUPERVISOR  
 100 REPAIR CHIEF  
 101 REPAIR CONTROL CLERK  
 102 REPAIR SHOPS CHIEF  
 103 REQUIREMENTS NCO  
 104 SALVAGE MAN  
 105 SECTION CHIEF  
 106 SECTION LEADER  
 07 SECTION LEADER/ELECTRICAL EQUIPMENT REPAIRMAN  
 108 SERGEANT MAJOR  
 109 SHUTTLECRAFT HANDLER  
 0 SHUTTLECRAFT HCSE HANDLER  
 111 SQUAD LEADER  
 112 TAFDS CHIEF  
 113 TANK OPERATOR/LINE WALKER  
 114 TEAM LEADER  
 115 TEAM LEADER/REPAIRMAN  
 116 TRAINING NCOIC  
 117 TYPEWRITER REPAIRMAN  
 118 UNIT CHIEF  
 119 UTILITIES CHIEF  
 120 UTILITIES CHIEF/TECHNICIAN  
 121 UTILITIES FOREMAN  
 122 UTILITIES OPERATIONS NCO  
 123 WATER SUPPLY CHIEF  
 124 WATER SUPPLY MAN  
 125 WORK ORDER PROCESSOR

NOTE: QUESTION 15 DOES NOT APPLY.

016. IN YOUR PRESENT JOB, WHAT IS THE HIGHEST ECHELON OF MAINTENANCE YOU PERFORM? (SELECT ONLY ONE)

- 01. 1ST ECHELON
- 02. 2D ECHELON
- 03. 2D ECHELON LIMITED 3RD
- 04. 3RD ECHELON
- 05. 3RD ECHELON LIMITED 4TH

06. 4TH ECHELON

07. 5TH ECHELON

NOTE: QUESTIONS 17 THROUGH 38 DO NOT APPLY. YOU NOW HAVE COMPLETED PART 1.  
PLEASE WAIT FOR YOUR ADMINISTRATOR TO PROVIDE FURTHER INSTRUCTIONS BEFORE  
CONTINUING.

## PART II - TASK SECTION

### INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK LISTING IN THIS BOOKLET. IN THE RESPONSE BOOKLET SHADE IN ONLY THE CIRCLES NEXT TO THE TASKS YOU ACTUALLY DO IN YOUR PRESENT JOB. THE CIRCLES TO THE RIGHT LABELED 1 THROUGH 7 ARE NOT TO BE COMPLETED UNTIL YOU HAVE READ ALL TASKS IN THIS BOOKLET.

### E X A M P L E

#### QUESTIONNAIRE BOOKLET

#### RESPONSE BOOKLET

#### TASK DONE

0001	TASK	●	0	0	1	1	2	3	4	5	6	●	
0012	TASK	○	0	0	1	2	1	2	3	4	5	6	7
0033	TASK	●	0	0	3	5	1	2	●	4	5	6	7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MCS FOLLOW:

1. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF REFRIGERATION SYSTEM INSTALLATION/MAINTENANCE
2. SUPERVISE PERSONNEL PERFORMING REFRIGERATION SYSTEM MAINTENANCE/INSTALLATION
3. CHARGE REFRIGERANT SYSTEM
4. EVACUATE REFRIGERANT SYSTEM
5. STOW REFRIGERANT CYLINDERS
6. INSPECT REFRIGERANT FRAME ASSEMBLIES FOR SERVICEABILITY
7. REPLACE REFRIGERANT FRAME ASSEMBLIES
8. REPAIR REFRIGERANT FRAME ASSEMBLIES
9. INSPECT REFRIGERANT SYSTEM CONTROLS FOR SERVICEABILITY
10. REPLACE REFRIGERANT SYSTEM CONTROLS
11. INSPECT BLOWER ASSEMBLIES FOR SERVICEABILITY
12. CLEAN/ADJUST IDLER ASSEMBLIES
13. REPLACE IDLER ASSEMBLIES
14. ADJUST/ALIGN V-BELTS
15. REPLACE V BELTS
16. REPLACE CLUTCH ASSEMBLIES
17. INSPECT FAN SHAFT ASSEMBLIES FOR SERVICEABILITY
18. REPLACE FAN SHAFT ASSEMBLIES
19. REPLACE FAN BEARINGS
20. INSPECT REFRIGERANT EVAPORATORS FOR SERVICEABILITY
21. INSPECT EVAPORATOR COILS FOR SERVICEABILITY
22. REPAIR EVAPORATOR COILS
23. REPLACE EVAPORATOR COILS

24. REPLACE EVAPORATOR HEAT EXCHANGERS
25. INSPECT REFRIGERANT CONDENSERS AND RECEIVERS FOR SERVICEABILITY
26. REPAIR AIR CONDITIONER RECEIVERS
27. REPLACE AIR CONDITIONER RECEIVERS
28. REPLACE DEHYDRATOR
29. REPLACE CONDENSOR COILS
30. REPAIR CONDENSOR COILS
31. INSPECT REFRIGERANT FUEL SYSTEM FOR SERVICEABILITY
32. REPLACE COMPONENTS OF FUEL SYSTEM SUCH AS LINES, FILTERS, AND GAUGES
33. INSPECT REFRIGERANT TUBING AND VALVES FOR SERVICEABILITY
34. REPLACE REFRIGERANT TUBING AND FITTINGS
35. INSPECT REFRIGERANT COMPRESSOR ASSEMBLIES FOR SERVICEABILITY
36. REPLACE COMPRESSOR
37. PERFORM OPERATOR CHECKS & SERVICES ON COMPRESSOR SERVICE VALVES
38. REPAIR COMPRESSORS
39. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR CONDITIONING INSTALLATION
40. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR CONDITIONING REPAIR
41. SUPERVISE PERSONNEL INSTALLING AIR CONDITIONING EQUIPMENT
42. SUPERVISE PERSONNEL REPAIRING AIR CONDITIONING EQUIPMENT
43. REPAIR AIR CONDITIONER ACCESS/ACCESSORY PANELS
44. REPLACE AIR CONDITIONER ACCESS/ACCESSORY PANELS
45. INSPECT AIR CONDITIONER WATER PRESSURE REGULATING VALVES FOR SERVICEABILITY

46. REPLACE/ADJUST AIR CONDITIONER WATER PRESSURE REGULATING VALVES
47. INSPECT REHEATING COILS FOR SERVICEABILITY
48. REPLACE REHEATING COILS
49. ADJUST/REPLACE AIR CONDITIONER HUMIDITY CONTROLS
50. REPAIR AIR CONDITIONER AIR DAMPER ASSEMBLY
51. REPLACE AIR CONDITIONER TIME DELAY RELAY CONTROLS
52. REPAIR AIR CONDITIONER TIME DELAY RELAY CONTROLS
53. REPLACE AIR CONDITIONER THERMOSTAT
54. REPAIR AIR CONDITIONER THERMOSTAT
55. REPLACE AIR CONDITIONER SOLENOID VALVES
56. REPLACE COOLING SYSTEM WATER DISTRIBUTOR
57. REPLACE WATER BAFFLES
58. REPLACE WATER ELIMINATORS
59. REPLACE/ADJUST WATER COLLECTION BASIN (SUMP) SUCTION STRAINERS
60. ADJUST WATER FLOAT VALVE
61. REPLACE WATER FLOAT VALVES AND COMPONENTS
62. REPLACE AUTOMATIC WATER FLUSH VALVES ON COOLERS
63. REPLACE/ADJUST VACUUM PUMPS
64. REPAIR COOLING EQUIPMENT WATER SYSTEM LEAKS
65. REPLACE COOLING EQUIPMENT WATER SPRAYS
66. REPLACE EVAPORATIVE PADS
67. REPLACE DESICCANTS OF THE DEHYDRATOR
68. ERECT PREFAB REFRIGERATED WAREHOUSE
69. REPLACE PREFAB REFRIGERATED WAREHOUSE COMPONENTS

70. INSTALL SPACE HEATERS
71. REPAIR SPACE HEATERS
72. INSTALL METAL AIR DUCTS
73. REPAIR METAL AIR DUCTS
74. INSTALL ICE MAKER
75. REPAIR ICE MAKER
76. INSTALL ICE FLAKER
77. REPAIR ICE FLAKER
78. INSTALL ICE CREAM MAKER
79. REPAIR ICE CREAM MAKER
80. INSTALL WATER COOLER
81. REPAIR WATER COOLER
82. INSTALL BLOOD BANK
83. REPAIR BLOOD BANK
84. INSTALL ROOM TEMPERATURE CONTROLS
85. CONDUCT MONTHLY & QUARTERLY LIMITED TECHNICAL INSPECTIONS (LTIS) ON REFRIGERATION SYSTEMS
86. REPLACE CONTROL DOORS
87. REPAIR CONTROL DOORS
88. PERFORM DAILY OPERATOR CHECKS & SERVICES ON REFRIGERATION EQUIPMENT
89. SCHEDULE ELECTRICAL EQUIPMENT INSTALLATION
90. DETERMINE ELECTRICAL CONSTRUCTION SUPPORT REQUIREMENTS
91. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF FIELD ELECTRICAL SYSTEMS CONSTRUCTION
92. SUPERVISE PERSONNEL PERFORMING GARRISON ELECTRICAL SYSTEM CONSTRUCTION

93. INSTRUCT/TRAIN PERSONNEL ON THE TECHNIQUES OF ELECTRICAL SYSTEMS REPAIR
94. SUPERVISE PERSONNEL PERFORMING ELECTRICAL SYSTEMS REPAIR
95. INSTRUCT/TRAIN PERSONNEL ON THE TECHNIQUES OF ELECTRICAL EQUIPMENT INSTALLATION
96. SUPERVISE PERSONNEL PERFORMING ELECTRICAL EQUIPMENT INSTALLATION
97. INSPECT QUALITY OF ELECTRICAL CONSTRUCTION/REPAIR WORK
98. INSTRUCT/TRAIN PERSONNEL IN NATIONAL ELECTRICAL CODE RULES
99. SELECT GENERATOR SITES
00. PREPARE FIELD SITES FOR INSTALLATION OF ELECTRICAL SYSTEMS
101. TROUBLESHOOT FIELD DISTRIBUTION SYSTEMS
102. INTERPRET WIRING DIAGRAMS/SCHEMATICS/BLEUPRINTS
103. INSTALL WIRES/CABLES
104. INSTALL CONDUITS
105. DRAW/REMOVE WIRE THROUGH CONDUITS
106. INSTALL ELECTRICAL OUTLET RECEPTACLES
107. INSTALL LIGHT-DUTY SWITCHES
108. INSTALL JUNCTION/OUTLET BOXES
109. FABRICATE CROSSARMS
110. ATTACH INSULATOR ONTC CROSSARM PINS
111. INSTALL CROSSARMS
112. INSTALL POLE STEPS
113. INSTALL CROSSARM LIGHTNING ARRESTERS
114. INSTALL CROSSARM FUSED CUTOOTS
115. INSTALL LINE POLES



- 116. INSTALL LINE POLE AUTO-RECLOSER
- 117. FABRICATE LINE POLE TRANSFORMER RACKS
- 118. INSTALL TRANSFORMER RACKS
- 119. PULL WIRES ONTO POLES
- 120. REMOVE WIRES FROM POLES
- 121. TIE WIRES TO INSULATORS
- 122. INSTALL VOLTAGE SWITCHGEARS
- 123. INSTALL VOLTAGE REGULATORS
- 124. INSTALL TRANSFORMERS
- 125. INSTALL WEATHERHEADS
- 126. INSTALL SERVICE ENTRANCES
- 127. INSTALL SERVICE DROPS
- 128. REPAIR ELECTRICAL OUTLET RECEPTACLES
- 129. INSPECT ELECTRICAL OUTLET RECEPTACLES FOR SERVICEABILITY
- 130. REPAIR LIGHT-DUTY SWITCHES
- 131. REPAIR JUNCTION/OUTLET BOXES
- 132. CALIBRATE VOLTAGE SWITCHGEARS
- 133. REPLACE ARCING CONTACTS ON VOLTAGE SWITCHGEARS
- 134. REPLACE "Y" COIL HIGH VOLTAGE SWITCHGEARS
- 135. TEST VOLTAGE REGULATORS FOR SERVICEABILITY
- 136. REPAIR VOLTAGE REGULATORS
- 137. REPAIR TRANSFORMERS
- 138. CHANGE TRANSFORMER TAP POSITION
- 139. TEST TRANSFORMER/BREAKING OIL FOR VOLTAGE BREAKDOWN
- 140. REPLACE FUSES

- 141. REPLACE DEFECTIVE WIRING
- 142. REPLACE FUSE BOX
- 143. INSTALL INTERCOM SYSTEMS
- 144. CHANGE BALLAST
- 145. REPAIR LIGHT FIXTURES
- 146. REPLACE LIGHT FIXTURES
- 147. REPLACE FREQUENCY METERS
- 148. CALIBRATE FREQUENCY METERS
- 149. REPLACE WATTMETERS
- 150. CALIBRATE WATTMETERS
- 151. REPLACE AMMETERS
- 152. CALIBRATE AMMETERS
- 153. REPLACE AMMETER POINTERS
- 154. REPLACE VOLTMETERS
- 155. CALIBRATE VOLTMETERS
- 156. REPLACE VARIMETERS
- 157. CALIBRATE VARIMETERS
- 158. REPLACE VARIMETER VOLTAGE COILS
- 159. REPLACE BATTERIES
- 160. CHARGE BATTERIES
- 161. INSPECT SOLDERING IRONS FOR SERVICEABILITY
- 162. DRESS SOLDERING IRON TIPS
- 163. REPLACE SOLDERING IRON TIPS
- 164. INSPECT MULTIMETERS FOR SERVICEABILITY
- 165. REPLACE MULTIMETER LEADS

166. INSPECT LINEMAN KITS FOR SERVICEABILITY
167. CLEAN AND OIL LINEMAN STRAPS/BELTS
168. REPLACE CLIMBER GAFFS
169. REPLACE ELECTRIC MOTORS
170. LUBRICATE ELECTRIC MOTORS
171. INSPECT MOTOR BEARINGS FOR WEAR
172. REPLACE MOTOR BEARINGS
173. REFACE ELECTRIC MOTOR COMMUTATORS
174. TEST ROTOR FOR GROUNDS/SHORTS/OPENS
175. TEST STATOR FOR GROUNDS/SHORTS/OPENS
176. REPLACE ELECTRIC MOTOR BRUSHES
177. SEAT ELECTRIC MOTOR BRUSHES
178. ADJUST ELECTRIC MOTOR BRUSH PRESSURE
179. TEST ELECTRIC MOTOR BRUSH PRESSURE FOR PROPER SETTING
180. TEST THERMAL DISKS FOR SERVICEABILITY
181. REPLACE THERMAL DISKS
182. REPLACE COILS ON STARTERS
183. REWIND ARMATURES
184. REWIND STATORS
185. CLEAN/DRY MOTORS
186. STATIC BALANCE ARMATURES
187. UNDERCUT COMMUTATORS
188. TEST MOTOR CAPACITORS FOR SERVICEABILITY
189. REPLACE MOTOR CAPACITORS
190. GROUND MOTORS

191. REPLACE MOTOR CONTROLLERS
192. ADJUST MOTOR CONTRCLLERS
193. REPLACE MOTOR CONTROLLER OPERATING COILS
194. DRESS MOTOR CONTROLLER CONTACTS
195. REPLACE MOTOR CONTROLLER OVERLOAD ELEMENTS
196. REPLACE PLUNGER RELAY CONTROL SPRINGS
197. REPLACE HEDGED ARMATURE RELAY CONTACTS
198. REPLACE INDUCTION RELAY CAPS
199. REPLACE INDUCTION DISK RELAY SPIRAL SPRINGS
200. TEST FIELD COILS FOR GROUNDS/SHORTS/OPENS
201. TEST ARMATURE FOR GROUNDS/SHORTS/OPENS
202. ADJUST BRUSH HOLDERS
203. REPLACE BRUSH HOLDERS
204. INSTALL BRUSH ISOLATING SHIMS
205. DRESS SLIP RINGS
206. TEST RECTIFIERS FOR SERVICEABILITY
207. REPLACE RECTIFIERS
208. TEST DIODES FOR SERVICEABILITY
209. REPLACE DIODES
210. TEST RADIO NOISE SUPPRESSION CAPACITORS FOR SERVICEABILITY
211. REPLACE RADIO NOISE SUPPRESSION CAPACITORS
212. PERFORM PREVENTIVE MAINTENANCE ON MOBILE ELECTRIC POWER GENERATING SOURCES (MEPS)
213. PERFORM PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT SUCH AS WELDERS AND BATTERY CHARGERS
214. TEST INDUCTION HEATER COILS FOR SERVICEABILITY

- 215. TROUBLESHOOT MECHANICAL ENGINES IN THE MOBILE ELECTRICAL POWER GENERATING SOURCES
- 216. INSPECT REFRIGERATION UNIT FOR QUALITY INFUSION
- 217. ADJUST GOVERNORS
- 218. ADJUST TRIP POINTS
- 219. INSPECT AEROSOL PARTS ORDER FORM FOR ACCURACY/CONTENT
- 220. CHANGE SPARK PLUG ON MEP-3KW GENERATOR
- 221. ADJUST FUEL RACKS
- 222. ADJUST FUEL INJECTORS ON MEP
- 223. REPAIR ETHER GAS LINE
- 224. REPLACE ETHER GAS LINE
- 225. COMPILE REQUIREMENTS FOR PLUMBING BILL OF MATERIALS (BOM)
- 226. CONDUCT RECONNAISSANCE TO LOCATE WATER CONSTRUCTION SITES
- 227. PREPARE WATER DISTRIBUTION SYSTEM PLANS
- 228. LAY OUT PROJECT FROM ARCHITECT DESIGN/BLEUPRINTS
- 229. DETERMINE CAPACITY OF SEWAGE SYSTEMS
- 230. CHECK SUITABILITY OF TOPOGRAPHY FOR SEWAGE SYSTEMS
- 231. SUPERVISE PERSONNEL INSTALLING PLUMBING FIXTURES
- 232. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PLUMBING FIXTURES INSTALLATION
- 233. SUPERVISE PERSONNEL REPAIRING PLUMBING FIXTURES
- 234. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PLUMBING FIXTURE REPAIR
- 235. SUPERVISE PERSONNEL INSTALLING AIR PIPES
- 236. SUPERVISE PERSONNEL INSTALLING WATER PIPES
- 237. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR PIPE INSTALLATION

- 238. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WATER PIPE INSTALLATION
- 239. SUPERVISE PERSONNEL REPAIRING AIR PIPING SYSTEM
- 240. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF AIR PIPING SYSTEM REPAIR
- 241. SUPERVISE PERSONNEL INSTALLING WATER DISPOSAL SYSTEMS SUCH AS THOSE WITH FIELD SHOWERS
- 242. SUPERVISE PERSONNEL REPAIRING WATER DISPOSAL SYSTEMS
- 243. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WATER DISPOSAL SYSTEM INSTALLATION AND REPAIR
- 244. REPLACE WATER MAIN TAPS
- 245. INSTALL CURB STOPS
- 246. INSTALL WATER METERS
- 247. LAY MAIN WATER SUPPLY LINES
- 248. INSTALL DRAIN PIPES
- 249. INSTALL MAIN WATER SUPPLY PIPE SUPPORTS
- 250. INSPECT PIPE THREADING TOOLS FOR SERVICEABILITY
- 251. REPLACE PIPE THREADER CHUCKS
- 252. REPLACE PIPE THREADER CUTTERS
- 253. INSTALL FIXTURE SUPPLY RISERS
- 254. INSTALL WATER SYSTEM VALVES
- 255. TEST WATER SUPPLY SYSTEM FOR LEAKS
- 256. DISTILL WATER
- 257. FLUSH WATER SUPPLY SYSTEMS
- 258. DISINFECT COLD WATER SUPPLY SYSTEMS
- 259. INSPECT WATER SUPPLY SYSTEMS FOR CORROSION, SCALING AND FREEZING

- 260. THAW FROZEN WATER PIPING
- 261. REPAIR DAMAGED PIPING
- 262. INSPECT WATER SYSTEM VALVES FOR LEAKS
- 263. INSTALL HOT WATER HEATERS
- 264. INSTALL RANGE BOILER HEATERS
- 265. COMPUTE MAXIMUM HOURLY RATE FOR HOT WATER USAGE
- 266. COMPUTE WORKING LOAD FOR WATER HEATERS
- 267. CONSTRUCT FIELD SHOWERS
- 268. INSTALL FIRE PROTECTION SYSTEMS
- 269. INSTALL WATER CLOSETS
- 270. INSTALL WATER CLOSET TANKS
- 271. UNCLOG WATER CLOSETS
- 272. REPAIR WATER CLOSET TANK WORKING PARTS
- 273. REPLACE WATER CLOSET TANK WORKING PARTS
- 274. REPAIR COMMODE LIDS AND SEATS
- 275. INSTALL DIAPHRAM TYPE FLUSHING VALVES
- 276. REPAIR DIAPHRAM TYPE FLUSHING VALVES
- 277. INSTALL LAVATORIES (SINKS)
- 278. INSTALL DEEP SINKS
- 279. INSTALL LAVATORY DRAIN ASSEMBLIES
- 280. INSTALL LAVATORY FAUCETS
- 281. REPAIR LAVATORY DRAIN ASSEMBLY PARTS
- 282. REPLACE LAVATORY DRAIN ASSEMBLY PARTS
- 283. INSTALL URINALS
- 284. UNCLOG URINALS, SHOWERS, BATHTUBS, AND LAUNDRY TUBS

- 285. INSTALL GARRISON/PERMANENT SHOWERS
- 286. INSTALL BATHTUBS
- 287. INSTALL SINK GREASE TRAPS
- 288. CLEAN/CLEAR SINK GREASE TRAPS
- 289. INSTALL GARBAGE DISPOSALS
- 290. INSTALL WATER SOFTENERS
- 291. INSTALL DISHWASHERS
- 292. INSTALL WATER FOUNTAINS
- 293. DIG TRENCHES FOR BUILDING SEWERS
- 294. EMPLACE BUILDING SEWER BATTER BOARDS
- 295. COMPUTE VALVE REQUIREMENTS FOR SEWER SYSTEMS
- 296. SELECT PIPE SIZE FOR BUILDING SEWERS
- 297. COMPUTE SLOPE FOR BUILDING SEWERS
- 298. COMPUTE STACK SIZING REQUIREMENTS
- 299. INSTALL SOIL PIPE BRANCHES
- 300. COMPUTE SLOPE OF BRANCHES
- 301. INSTALL WASTE LINE CLEANOUTS
- 302. COMPUTE FIXTURE REQUIREMENTS FOR BRANCHES
- 303. INSTALL STACKS AND BRANCHES SUPPORTS
- 304. TEST WASTE SYSTEM WATER
- 305. TEST WASTE SYSTEM AIR
- 306. COMPUTE VENT SIZING REQUIREMENTS
- 307. INSTALL FIELD WATER PUMPS
- 308. REPLACE CENTRIFUGAL WATER PUMP CHECK VALVES
- 309. PRIME WATER PUMP TO ENSURE OPERATION



- 310. INSTALL PUMP PACKING
- 311. INSPECT PUMP FOR SERVICEABILITY
- 312. UNCLOG FIELD SUCTION LINES
- 313. REPAIR FIELD SUCTION LINE LEAKS
- 314. UNCLOG FIELD PRIMING HOLES
- 315. CONSTRUCT DEEP WELL PUMP FOUNDATIONS
- 316. ADJUST WATER PUMP PRESSURE RELIEF VALVE
- 317. PERFORM OPERATOR CHECKS & SERVICES ON FIELD WATER PUMPS
- 318. INSPECT STEAM DISTRIBUTION SYSTEMS FOR SERVICEABILITY
- 319. INSTALL HEATING RADIATORS
- 320. INSTALL HEATING CONVECTORS
- 321. REPAIR HEATING CONVECTORS
- 322. ADJUST HEATING CONVECTORS
- 323. CLEAN STEAM LINE STRAINERS
- 324. CLEAN STEAM LINE VACUUM PUMPS
- 325. ADJUST STEAM LINE REGULATORS
- 326. INSTALL STEAM PIPES AND FITTINGS
- 327. INSTALL STEAM TRAPS
- 328. BLEED STEAM LINES AND FIXTURES
- 329. INSTALL STEAM LINE CONDENSATE RETURN PUMPS
- 330. CLEAN STEAM LINE CONDENSATE RETURN PUMPS
- 331. ADJUST STEAM LINE CONDENSATE RETURN PUMPS
- 332. CLEAN STEAM BOILER
- 333. INSTALL STEAM BOILER PRESSURE VALVES
- 334. SET-UP DRYER BURNER FOR OPERATION

- 335. INSPECT DRYER BURNER FOR SERVICEABILITY
- 336. INSPECT DRYER BURNER PREHEATER FOR PROPER OPERATION
- 337. TEST DRYER BURNER PRESSURE GAUGE FOR ACCURACY
- 338. INSPECT DRYER BURNER FUEL TANKS FOR CRACKS AND BREAKS
- 339. INSTALL DRYER BURNER FUEL PRESSURE GAUGE TO FUEL TANK
- 340. INSTALL DRYER BURNER PREHEATER
- 341. INSTALL DRYER BURNER GENERATOR
- 342. INSPECT SPACE HEATER FOR RUST, HOLES, AND SOOT
- 343. ASSEMBLE AND INSTALL SPACE HEATER GRATE
- 344. INSTALL SPACE HEATER TOP
- 345. INSTALL SPACE HEATER LID
- 346. INSTALL SPACE HEATER FLUE DAMPER
- 347. INSTALL SPACE HEATER SPARK ARRESTOR
- 348. CHECK SINGLE CYLINDER ENGINE OIL FOR PROPER LEVEL
- 349. INSPECT SINGLE CYLINDER ENGINE AIR CLEANER, FILTER  
ELEMENT, AND BREATHER LINE FOR SERVICEABILITY
- 350. ADJUST SINGLE CYLINDER ENGINE VALVE CLEARANCE
- 351. REPLACE SINGLE CYLINDER ENGINE ROCKER ARM COVER
- 352. REPLACE SINGLE CYLINDER ENGINE CONTACT ASSEMBLY COVER
- 353. ADJUST SINGLE CYLINDER ENGINE MAIN AND NEEDLE VALVES
- 354. REPLACE SINGLE CYLINDER ENGINE CARBURETOR
- 355. REPLACE SINGLE CYLINDER ENGINE THROTTLE LEVER SCREWS AND  
GOVERNOR COVER
- 356. REPLACE SINGLE CYLINDER ENGINE FUEL LINES
- 357. REPLACE SINGLE CYLINDER ENGINE FUEL PUMP AND SEDIMENT BOWL
- 358. REPLACE SINGLE CYLINDER ENGINE FLYWHEEL AND COVER

- 359. REPLACE SINGLE CYLINDER ENGINE CYLINDER COVER
- 360. REPLACE SINGLE CYLINDER SPARK PLUG AND IGNITION CABLE
- 361. INSPECT WATER PUMP FOR SERVICEABILITY
- 362. INSTALL WATER PUMP MECHANICAL SEALS
- 363. INSTALL WATER PUMP SPACER WASHER
- 364. INSTALL WATER PUMP ADJUSTING SHIMS
- 365. INSTALL WATER PUMP IMPELLER
- 366. INSTALL WATER PUMP VANE PLATE
- 367. INSTALL WATER PUMP HOUSING
- 368. INSTALL WATER PUMP STRAINER ELEMENT
- 369. INSTALL WATER PUMP STRAINER CLAMP AND CAP
- 370. INSTALL WATER PUMP DUST CAPS
- 371. INSPECT WATER HEATER FOR SERVICEABILITY
- 372. CLEAN WATER HEATER ELECTRODES, BURNER NOZZLES AND SIGHT GLASSES
- 373. ADJUST WATER HEATER ELECTRODES
- 374. INSTALL WATER HEATER BURNER
- 375. REPLACE WASHER-EXTRACTOR BRAKE SHOES
- 376. INSTALL WASHER-EXTRACTOR WATER LEVEL INDICATOR AND CONTROL ASSEMBLY
- 377. INSTALL WASHER-EXTRACTOR BRAKE ASSEMBLY
- 378. INSTALL WASHER-EXTRACTOR MOTOR BASE ASSEMBLY
- 379. INSTALL WASHER-EXTRACTOR V-BELTS
- 380. INSTALL WASHER-EXTRACTOR BACKSHAFT BLOCKS AND JACKSHAFT
- 381. INSTALL WASHER-EXTRACTOR AIR CYLINDER
- 382. INSTALL WASHER-EXTRACTOR DRAIN VALVE BODY

- 383. INSTALL WASHER-EXTRACTOR DUMP VALVE ASSEMBLY
- 384. INSTALL WASHER-EXTRACTOR HEAD SHEET
- 385. INSTALL WASHER-EXTRACTOR DOOR
- 386. ADJUST WASHER-EXTRACTOR DRIVE BELTS
- 387. ADJUST WASHER-EXTRACTOR BUMPER
- 388. ADJUST WASHER-EXTRACTOR MICROSWITCH (MOTOR) (DOOR LIMIT SWITCH)
- 389. ADJUST WASHER-EXTRACTOR MAGNETIC VALVES (AIR VALVES)
- 390. ADJUST WASHER-EXTRACTOR LEVEL INDICATOR
- 391. INSPECT DRYING TUMBLER SHELL FOR DENTS, CRACKS, AND RUST
- 392. INSPECT DRYING TUMBLER CHAIN AND SPROCKETS FOR BROKEN BINDS, WEAR, AND LOOSE MOUNTS
- 393. INSTALL DRYING TUMBLER CONTROL BOX PANEL
- 394. INSTALL DRYING TUMBLER DOOR LIMIT SWITCH
- 395. INSTALL DRYING TUMBLER AIR INTAKE HOUSING
- 396. INSTALL DRYING TUMBLER FUEL PUMP
- 397. ADJUST DRYING TUMBLER DRIVE CHAIN
- 398. ADJUST DRYING TUMBLER BURNER ELECTRODES
- 399. INSPECT CRADLE VALVE FOR SERVICEABILITY
- 400. INSTALL CRADLE VALVE
- 401. INSPECT LOADING STANDARD TUBE & VALVE FOR LOOSE CONNECTIONS, LEAKS, DIRT AND BINDING
- 402. INSPECT LOADING STANDARD PREFORMED PACKING FOR SERVICEABILITY
- 403. REPLACE LOADING STANDARD PREFORMED PACKING
- 404. ADJUST LOADING STANDARD SPRING BALANCE UNIT
- 405. INSTALL 300 GPM PUMP INTERMEDIATE ASSEMBLY

- 406. INSTALL 55 GPM PUMP INTERMEDIATE ADAPTER
- 407. INSTALL 55 GPM PUMP CARRYING HANDLER
- 408. INSTALL BATH UNIT WATER PUMP
- 409. INSPECT BATH UNIT FOR SERVICEABILITY
- 410. INSTALL BATH UNIT WATER HEATER
- 411. INSTALL BATH UNIT SUCTION HOSE AND STRAINER
- 412. INSTALL BATH UNIT SHOWER ASSEMBLY
- 413. LEVEL BATH UNIT WATER HEATER
- 414. INSPECT DELOUSING OUTFIT ENGINE FOR SERVICEABILITY
- 415. PREPARE DUSTING GUN FOR OPERATION
- 416. DELOUSE PERSONNEL
- 417. PITCH/STRIKE TENT
- 418. SELECT PORTABLE BATH UNIT SITE
- 419. INSTALL THE WATER FEATER DUCT
- 420. CONNECT POWER CABLE ASSEMBLY ON BATH EQUIPMENT
- 421. INSPECT GENERATOR FUEL TANK ON BATH EQUIPMENT FOR LEAKS
- 422. INSPECT FUEL STRAINER ON BATH EQUIPMENT FOR CRACKS, WATER, OR DIRT
- 423. INSPECT INSTRUMENTS ON BATH EQUIPMENT FOR BROKEN GLASS OR LOOSE MOUNTINGS
- 424. CHECK SUCTION LIFT ON BATH EQUIPMENT
- 425. INSPECT SUCTION STRAINER ON BATH EQUIPMENT FOR PROPER POSITIONING
- 426. INSPECT POWER CABLES ON BATH EQUIPMENT FOR CONDITION AND PROPER CONNECTION
- 427. INSPECT HOSES ON BATH EQUIPMENT FOR TIGHT CONNECTIONS, KINKS, AND SHARP TURNS

- 428. LEVEL WATER HEATER ON BATH EQUIPMENT
- 429. INSPECT THE WATER HEATER BURNER ON BATH EQUIPMENT FOR  
SECURE MOUNTING AND CONNECTIONS
- 430. INSPECT BLOWER SHUTTER ON BATH EQUIPMENT FOR FREE OPERATION
- 431. INSPECT FUEL PUMP ON BATH EQUIPMENT FOR PROPER PRIME AND  
LEAKS
- 432. INSPECT VALVES AND CONTROLS ON BATH EQUIPMENT FOR PROPER  
OPERATION
- 433. INSPECT WATER OUTLETS ON BATH EQUIPMENT FOR OBSTRUCTIONS
- 434. INSPECT DELOUSING OUTFIT ENGINE FOR LOOSE MOUNTING
- 435. INSPECT THE SHROUD SCREEN FOR CLOGGED CONDITION
- 436. INSPECT THE SCROLL SCREEN FOR CLOGGED CONDITION
- 437. SELECT MOBILE LAUNDRY SITE
- 438. EMPLACE MOBILE LAUNDRY
- 439. CHECK MOBILE LAUNDRY CONTROL PANEL FOR DAMAGED, LOOSE, OR  
MISSING PARTS
- 440. CLEAN/ADJUST SHEAVES AND PULLEYS
- 441. CHECK AIR HOSES FOR CUTS, BREAKS, AND LOOSE MOUNTING
- 442. CONNECT MOBILE LAUNDRY DUCTS
- 443. OPERATE THE DRYING TUMBLER
- 444. OPERATE THE WASHER
- 445. PREPARE MOBILE LAUNDRY FOR MOVEMENT
- 446. VERIFY LAUNDRY AMOUNT LISTED ON LAUNDRY SLIP
- 447. MARK LAUNDRY USING THE PIN TRAY METHOD
- 448. SORT CLOTHING ACCORDING TO COLOR/TYPE OF FABRIC
- 449. SORT CLOTHING INTO ORIGINAL BUNDLES
- 450. CHECK LAUNDRY BUNDLE AGAINST LAUNDRY LIST

- 451. FOLD GARMENTS
- 452. NOTIFY UNIT TO PICKUP COMPLETED LAUNDRY
- 453. MIX IMPREGNATING COMPOUND
- 454. PREPARE CLOTHING FOR REIMPREGNATION
- 455. IMPREGNATE CLOTHING
- 456. DECONTAMINATE CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR)  
EXPOSED CLOTHING
- 457. PIN CLOTHING
- 458. PREPARE DECONTAMINATION MIXTURE
- 459. PRESS LAUNDRY
- 460. DRY CLEAN GARMENTS
- 461. INVENTORY LAUNDRY SUPPLIES
- 462. INSPECT STOCK FOR LAUNDRY LEFT IN EXCESS OF 60 DAYS
- 463. RECEIVE/ISSUE UNIT LAUNDRY
- 464. ISSUE CHANGE FUNDS
- 465. COLLECT DAILY RECEIPTS FROM CASHIER
- 466. TURN IN MONEY TO DISBURSING
- 467. PACK CLOTHING
- 468. OPERATE STEAM TUNNEL
- 469. ORDER LAUNDRY SUPPLIES
- 470. PREPARE LAUNDRY CLAIMS FORM
- 471. PREPARE DAILY CASH REPORT (DCR)
- 472. SUBMIT MONTHLY CLOSE OUT TO DISBURSING
- 473. CLEAN FURNITURE/CARPETS/MATTRESSES USING FIXED PLANT  
EQUIPMENT
- 474. CLEAN CARPETS/FURNITURE/MATTRESSES USING PORTABLE EQUIPMENT

- 475. CLEAN LAUNDRY EQUIPMENT
- 476. PICKUP/DELIVER LAUNDRY TO OUTLETS
- 477. ADJUST HEAVY DUTY SEWING MACHINE
- 478. PERFORM MINOR REPAIR ON HEAVY DUTY SEWING MACHINE
- 479. TROUBLESHOOT SEWING MACHINES TO ISOLATE MALFUNCTIONS
- 480. PERFORM MINOR REPAIRS/ADJUSTMENTS ON LIGHT DUTY SEWING MACHINE
- 481. PERFORM MINOR REPAIRS/ADJUSTMENTS ON MEDIUM DUTY SEWING MACHINE
- 482. REPAIR/ADJUST DARNER SEWING MACHINE
- 483. REPAIR/ADJUST OVEREDGING MACHINE
- 484. OVEREDGE MATERIAL
- 485. SUPERVISE PERSONNEL OPERATING OVEREDGING MACHINE
- 486. PERFORM OPERATORS CHECKS AND SERVICES ON SPECIAL PURPOSE DARNING MACHINES
- 487. PERFORM OPERATORS CHECKS AND SERVICES ON OVEREDGING MACHINES
- 488. INSTALL GROMMETS
- 489. SUPERVISE PERSONNEL INSTALLING GROMMETS
- 490. TREAT CANVAS/TENTAGE WITH CHEMICALS SUCH AS FIRE RESISTANT, MILDEW RESISTANT AND WATERPROOFING COMPOUNDS
- 491. SUPERVISE PERSONNEL TREATING CANVAS AND TENTAGE WITH CHEMICAL COMPOUNDS
- 492. INSPECT CANVAS AND TENTAGE FOR SERVICEABILITY
- 493. SUPERVISE PERSONNEL WHIPPING AND SPLICING ROPE
- 494. INSPECT ROPE FOR SERVICEABILITY
- 495. REPLACE UNSERVICEABLE ROPES
- 496. PATCH CANVAS ITEMS



- 497. SUPERVISE PERSONNEL PATCHING CANVAS
- 498. SUPERVISE PERSONNEL SEWING CANVAS AND WEBBING
- 499. FELT CANVAS
- 500. DARN SLEEPING BAGS
- 501. SUPERVISE PERSONNEL DARNING SLEEPING BAGS
- 502. SUPERVISE PERSONNEL FELTING CANVAS
- 503. INSTALL COMMON-SENSE BUTTONS
- 504. SUPERVISE PERSONNEL INSTALLING COMMON-SENSE BUTTONS
- 505. REPAIR/REPLACE DAMAGED CANVAS BUTTON HOLES
- 506. INSTALL SNAP FASTENERS, EYELETS, ENDCLIPS, AND RIVETS
- 507. INSTALL METAL TRIMMING AND ATTACHMENTS SUCH AS SNAPHOOKS, WALL D-RINGS, DOUBLE HOOK, AND SLIP LOOPS
- 508. SUPERVISE PERSONNEL INSTALLING METAL TRIMMING AND OTHER ATTACHMENT HARDWARE
- 509. REPLACE DAMAGED TENT STOVE PIPE OPENING
- 510. REPLACE DAMAGED TENT STOVEPIPE SHIELD
- 511. FABRICATE PATTERNS
- 512. SUPERVISE PERSONNEL FABRICATING PATTERNS
- 513. CONSTRUCT CANVAS PEMS, AND SEAMS
- 514. INSPECT TENTS AND HEAVY CANVAS FOR QUALITY OF REPAIR
- 515. SUPERVISE PERSONNEL CONSTRUCTING PATCHES
- 516. CONSTRUCT PATCHES
- 517. REPAIR/REPLACE GRCMMET PATCHES
- 518. CONSTRUCT/INSTALL SEAM-TO-SEAM PATCHES ON FABRIC
- 519. REPAIR TRUCK COVERS
- 520. INSPECT TRUCK COVERS FOR DEFECTS

- 521. SUPERVISE PERSONNEL REPAIRING TRUCK COVERS
- 522. REPAIR/REUPHOLSTER VEHICLE SEATS AND BACKREST
- 523. FABRICATE SEAT COVERS
- 524. INSPECT SEAT COVERS FOR DAMAGE
- 525. REPLACE SEAT COVERS
- 526. SUPERVISE PERSONNEL INSTALLING SEAT COVERS
- 527. ASSIGN CLASSIFICATION CODES TO CANVAS AND WEBBED ITEMS
- 528. DRAFT CANVAS AND WEBBED REPAIR SHOP STANDING OPERATING PROCEDURES (SOP)
- 529. REPAIR/REPLACE LAUNDRY BASKET LINERS
- 530. REPAIR/REPLACE LAUNDRY BASKET CASTERS
- 531. REPAIR/REPLACE CANVAS ITEMS ON THE RUCKSACK
- 532. REPAIR/REPLACE COT COVERS
- 533. REPAIR/REPLACE WATER PURIFICATION BAG COMPONENTS
- 534. REPAIR/REPLACE TENT SCREEN DOORS
- 535. UNLOAD/LOAD MOBILE TEXTILE TRAILER
- 536. PERFORM OPERATORS CHECKS AND SERVICES ON MOBILE TRAILER
- 537. SET-UP MOBILE TRAILER FOR OPERATION
- 538. SUPERVISE PERSONNEL OPERATING MOBILE TRAILER
- 539. REPLACE/UNLOCK LOCKS ON SAFES
- 540. PERFORM HYDROSTATIC TEST ON FIRE EXTINGUISHERS
- 541. RECHARGE FIRE EXTINGUISHERS
- 542. REPAIR DEGREASER
- 543. REPAIR HYDRAULIC JACKS (3 TO 10 TON)
- 544. REPAIR PALLET JACKS/WHEELIFTS (HYDRAULIC & MANUAL)

- 545. FABRICATE CURTINS
- 546. REPAIR BLEEDER BALLS
- 547. DEPLATE/REPAIR BODY ARMOR
- 548. REPAIR FIELD MESS RANGES
- 549. REPAIR EMERSICN HEATERS
- 550. SUPERVISE PERSONNEL REPAIRING MANUAL TYPEWRITERS
- 551. INSTRUCT/TRAIN PERSONNEL IN REPAIRING MANUAL TYPEWRITERS
- 552. INSTRUCT OPERATORS ON PREVENTATIVE MAINTENANCE OF OFFICE  
MACHINES
- 553. COORDINATE COMMERCIAL REPAIR CF OFFICE MACHINES
- 554. SUPERVISE PERSONNEL REPAIRING ELECTRIC TYPEWRITERS
- 555. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF  
MAINTENANCE
- 556. SUPERVISE PERSONNEL REPAIRING ADDING MACHINES
- 557. SUPERVISE PERSONNEL REPAIRING SELECTRIC TYPEWPITERS
- 558. INSTRUCT/TRAIN PERSONNEL IN REPAIRING SELECTRIC TYPEWRITERS
- 559. PREPARE BUDGET FOR OFFICE MACHINE REPAIR SHOP OPERATIONS
- 560. PREPARE EQUIPMENT IMPROVEMENT RECOMMENDATIONS
- 561. INSTRUCT/TRAIN PERSONNEL IN REPAIRING ADDING MACHINES
- 562. GROUND PETROLEUM, CIL AND LUBRICANT (POL) PUMPS
- 563. INSPECT PACKAGED POL PRODUCT CONTAINERS FOR CAMAGE/LEAKS/  
ILLEGIBLE INCORRECT PACKAGING/CONTAMINATION
- 564. CONDUCT AMERICAN PETROLEUM INSTITUTE (API) GRAVITY TEST
- 565. CONNECT POL PUMPS
- 566. GAUGE STORAGE TANKS
- 567. DETERMINE/LOCATE PRODUCT CUT

- 568. DETERMINE VOLUME OF BOTTOM SEDIMENT AND WATER (BS&W) IN STORAGE TANKS
- 569. VERIFY STORAGE TANK REFERENCE DATA MARKS
- 570. CONVERT MEASURED QUANTITY TO NET QUANTITY OF PRODUCT AT 60 DEGREES FAHRENHEIT
- 571. EMPLACE COLLAPSIBLE TANKS
- 572. UNLOAD AND SEGREGATE PACKAGED PRODUCTS BY TYPE/SIZE OF CONTAINER/CONDITION
- 573. MARK POL CONTAINERS TO INDICATE NOMENCLATURE/SAFETY MARKINGS VOLUME/CONTRACTOR/LOT NUMBER
- 574. RECORD DAILY FILTER SEPARATOR DIFFERENTIAL PRESSURE
- 575. STOW LIQUIFIED PETROLEUM GAS (LPG) CYLINDERS
- 576. INVENTORY POL SUPPLIES
- 577. DRAIN BOTTOM SEDIMENT AND WATER FROM STORAGE TANKS
- 578. CIRCULATE POL IN STORAGE TANKS TO PREVENT DETERIORATION
- 579. INSPECT PIPELINE ROAD/STREAM CROSSINGS FOR SUITABILITY
- 580. COMPARE LAB TEST RESULTS/SPECIFICATION TO OBTAIN PRODUCT QUALITY
- 581. CLEAN UP OIL SPILLS
- 582. SUPERVISE PERSONNEL PERFORMING POL OPERATIONS
- 583. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF STORING/ISSUING POL PRODUCTS
- 584. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF BULK POL TRANSFER OPERATIONS
- 585. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF POL BULK REDUCTION
- 586. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PIPELINE/PUMP STATION OPERATIONS
- 587. INSTRUCT/TRAIN PERSONNEL IN POL CONTAINER CLEANING OPERATION

- 588. DETERMINE REQUIREMENTS FOR PCL SUPPORT, MAINTENANCE,  
AND EQUIPMENT
- 589. DIRECT INSTALLATION OF FUEL SYSTEM SUPPLY POINT
- 590. DETERMINE INTERFACE ESTIMATED TIMES OF ARRIVAL AT PUMP  
STATIONS AND TERMINALS
- 591. RELAY DAILY PUMPING ORDERS TO DISTRICT DISPATCHERS
- 592. COMPUTE ALLOWABLE POL LOSSES
- 593. INSPECT OUTGOING PCL PRODUCTS VISUALLY TO INSURE PROPER  
QUANTITIES/QUALITIES
- 594. DEFUEL AIRCRAFT
- 595. DISPOSE OF FUEL GATHERED FROM DEFUELING OPERATIONS
- 596. PREPARE/LOAD POL FOR SHIPMENT
- 597. DETERMINE SOURCE OF POL PRODUCT CONTAMINATION IN TANK  
FARMS/PIPELINES
- 598. REPLACE FILTER ELEMENTS IN FILTER/SEPARATORS
- 599. START UP/SHUT DOWN ELECTRIC PCL PUMPS
- 600. INSTALL/OPERATE MANUAL POL PUMPS
- 601. CHECK SERVICE STATION FUEL DISPENSING PUMP/NOZZLE FOR  
SERVICEABILITY
- 602. CALIBRATE SERVICE STATION FUEL DISPENSING PUMP METER
- 603. REFUEL VEHICLES USING TANK AND PUMP UNIT
- 604. REFUEL AIRCRAFT USING TANK AND PUMP UNIT
- 605. VENT TANK CARS
- 606. REMOVE/REPAIR DENTS FROM POL CONTAINERS
- 607. QUICK PATCH PCL CONTAINERS
- 608. SEAL LEAKS IN POL CONTAINERS
- 609. REPLACE HOSE GASKETS

- 610. REPLACE HOSELINE GROOVE COUPLINGS
- 611. INSPECT POL PUMPS FOR SERVICEABILITY
- 612. INSPECT PUMP HOSES FOR SERVICEABILITY
- 613. TEST HOSES UNDER PRESSURE
- 614. INSPECT PIPELINE SCRAPERS FOR SERVICEABILITY
- 615. REPAIR PIPELINE SCRAPERS
- 616. LAUNCH PIPELINE SCRAPERS
- 617. REPAIR FLEXIBLE HOSELINE
- 618. INSTALL HOSELINE CLAMPS
- 619. SEAL STORAGE TANK ACCESS DOORS
- 620. REPAIR STORAGE TANK BERMS
- 621. VAPOR FREE INTERIOR OF 5000 GALLON SEMITRAILERS FOR AIR  
MOVEMENT
- 622. FABRICATE PIPELINE SECTIONS
- 623. INSTALL BLINDS IN PIPELINES
- 624. PRIME POL PUMPS
- 625. EVACUATE POL FROM HOSELINE WITH BALL
- 626. REPLACE GO/NO-GO FUSES ON FILTER
- 627. REPLACE GO/NO-GO FUSES ON FUEL MONITOR
- 628. LUBRICATE/REPACK RISING STEM GATE VALVES
- 629. CALCULATE MAXIMUM POL Tonnage TO BE LOADED ON VESSEL
- 630. COMPLETE POL DRY-TANK CERTIFICATIONS
- 631. CONDUCT POL SITE RECONNAISSANCE
- 632. SELECT HOSELINE PUMP STATION SITES
- 633. POSITION PUMPS AT SITES

- 634. CONSTRUCT HOSELINE CROSSINGS
- 635. ERECT LOW BOLTED STEEL POL STORAGE TANKS
- 636. CONSTRUCT POL STORAGE PADS AND DRUM RUNS
- 637. CONSTRUCT BERMS AROUND POL STORAGE TANKS
- 638. CONSTRUCT DITCHES OR CULVERTS IN POL DRAINAGE PROJECTS
- 639. PREPARE GROUND AREA FOR COLLAPSIBLE POL TANKS
- 640. CONSTRUCT ROUGH ACCESS ROADS AT POL SITES
- 641. COORDINATE LOCAL PURCHASE OF POL PRODUCTS
- 642. SUPERVISE PERSONNEL PATROLLING PIPELINES
- 643. RECOMMEND UTILIZATION/DISPOSITION OF EXCESS POL
- 644. ESTABLISH VALVE SERVICING CYCLE
- 645. SCHEDULE MEDICAL CHECKS FOR TANK CLEANING CREWS
- 646. MAINTAIN DAILY LOG OF RECEIVING & ISSUE OF POL
- 647. PREPARE POL SHIPPING DOCUMENTS
- 648. PREPARE PETROLEUM SLATES
- 649. PREPARE INTERSERVICE SUPPLY SUPPORT ACTION REPORTS
- 650. CALCULATE POL CONSUMPTION RATES
- 651. PREPARE PUMPING SCHEDULES/ORDERS
- 652. PREPARE TANK FARM SOP
- 653. PREPARE POL SAFETY SOP
- 654. DETERMINE REQUIREMENTS FOR PROTECTIVE CLOTHING AND SAFETY GEAR
- 655. INSPECT POL AREA FOR HAZARDOUS/UNSAFE WORKING CONDITIONS
- 656. INSPECT POL EQUIPMENT/MACHINERY FOR UNSAFE OPERATING CONDITIONS
- 657. PREPARE POL FIRE PREVENTION SOP

- 658. FILL/REFILL PKP (PURPLE K) FIRE EXTINGUISHERS
- 659. CONDUCT FIRE DRILLS IN POL AREA
- 660. EMPLOY FIRE FIGHTING EQUIPMENT TO FIGHT PETROLEUM FIRES
- 661. INSPECT FIRE EXTINGUISHERS FOR SERVICEABILITY
- 662. RECIRCULATE FUEL
- 663. INSPECT HOSE REWIND SYSTEM COMPONENTS AND GROUND CABLE RETRIEVERS FOR SERVICEABILITY
- 664. ADJUST FUEL CONTROL VALVES
- 665. INSPECT FUEL TANKERS FOR CONTAMINATION
- 666. INSPECT MANHOLE COVERS/FILLER PATCHES FOR SERVICEABILITY
- 667. SELECT UTILITIES CONSTRUCTION SITES
- 668. PREPARE UTILITIES CONSTRUCTION BILLS OF MATERIAL (BOM)
- 669. PREPARE CONSTRUCTION SEQUENCE
- 670. DETERMINE SAFE ELECTRICAL LOAD REQUIREMENTS
- 671. PLAN DUST CONTROL OPERATIONS
- 672. SUPERVISE PERSONNEL LOADING/UNLOADING CONSTRUCTION MATERIALS TOOLS, AND EQUIPMENT
- 673. PREPARE QUALITY RELIABILITY REPORT FOR DEFECTIVE EQUIPMENT UPON RECEIPT
- 674. PREPARE FIELD FACILITY MAINTENANCE SCHEDULE
- 675. APPLY FIRST AID MEASURES FOR EXPOSURE TO CHLORINE GAS
- 676. STOW WATER PURIFICATION CHEMICALS
- 677. MAINTAIN SAFETY PUBLICATIONS
- 678. MAINTAIN/UPDATE EQUIPMENT MAINTENANCE RECORDS
- 679. PREPARE LOST/STOLEN CONSTRUCTION MATERIALS REPORTS
- 680. REQUISITION CONSTRUCTION SUPPLIES AND EQUIPMENT



- 681. PREPARE WORK CREW ASSIGNMENTS
- 682. PREPARE CONSTRUCTION AND REPAIR PROGRESS REPORTS
- 683. INSTRUCT/TRAIN PERSONNEL IN UTILITIES CONSTRUCTION PLANNING TECHNIQUES
- 684. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF CONCRETE CONSTRUCTION
- 685. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING WATER TREATMENT EQUIPMENT
- 686. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING STEAM DISTRIBUTION SYSTEMS
- 687. COMPUTE AND RECORD FUEL CONSUMPTION OF VEHICLES OR AIRCRAFT REFUELED
- 688. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING PETROLEUM DISTRIBUTION SYSTEMS
- 689. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING AIR DISTRIBUTION SYSTEMS
- 690. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING SPACE HEATERS
- 691. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING FURNACES
- 692. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING AIR CONDITIONING SYSTEMS
- 693. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INSTALLING REFRIGERATION SYSTEMS
- 694. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF HORIZONTAL UTILITY CONSTRUCTION
- 695. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF VERTICAL UTILITY CONSTRUCTION
- 696. INSTRUCT/TRAIN PERSONNEL IN FIRE INSPECTION AND PREVENTION TECHNIQUES
- 697. INSPECT WATER TREATMENT PLANT CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION

- 698. INSPECT WATER STORAGE FACILITIES CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 699. INSPECT SEWAGE TREATMENT PLANT CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 700. INSPECT SEWAGE COLLECTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 701. INSPECT ELECTRICAL SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 702. INSPECT PLUMBING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 703. INSPECT HEATING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 704. INSPECT AIR CONDITIONING SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 705. INSPECT REFRIGERATION SYSTEMS INSTALLATION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 706. INSPECT INDUSTRIAL POWER GENERATION EQUIPMENT FOR COMPLIANCE TO SPECIFICATION
- 707. INSPECT INDUSTRIAL GAS DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 708. INSPECT COMPRESSED AIR DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIR FOR COMPLIANCE TO SPECIFICATION
- 709. INSPECT PETROLEUM DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIR FOR COMPLIANCE TO SPECIFICATION
- 710. INSPECT OXYGEN DISTRIBUTION SYSTEMS CONSTRUCTION/REPAIRS FOR COMPLIANCE TO SPECIFICATION
- 711. INSPECT RODENT CONTROL ACTIVITIES FOR EFFECTIVENESS
- 712. INSPECT FIRE EXTINGUISHERS FOR SERVICEABILITY
- 713. TEST FIRE ALARMS FOR PROPER OPERATION
- 714. REMOVE/REPLACE DEFECTIVE FIRE ALARMS
- 715. INSPECT AUTOMATED FIRE SPRINKLER SYSTEMS FOR SERVICEABILITY

- 716. REMOVE/REPLACE DEFECTIVE AUTOMATED FIRE SPRINKLER SYSTEMS
- 717. INSPECT UTILITY FACILITIES FOR FIRE HAZARDS
- 718. PREPARE MAINTENANCE SOP/DIRECTIVES
- 719. PREPARE MAINTENANCE REQUESTS/WORK ORDERS
- 720. SUPERVISE PERSONNEL MAINTAINING EQUIPMENT PUBLICATIONS
- 721. CLOSE OUT EQUIPMENT REPAIR ORDER (ERO)
- 722. PREPARE UNSERVICEABLE EQUIPMENT REPORT (UER)
- 723. VERIFY ENTRIES IN SHOP RECORDS UPON COMPLETION OF MAINTENANCE
- 724. RECORD MAINTENANCE PERFORMED AND REPAIR PARTS USED ON EQUIPMENT REPAIR ORDER (ERO)
- 725. REVIEW ERC FOR CORRECTNESS AND COMPLETENESS
- 726. VERIFY COMPLETION OF EROS AND ACCOMPANYING RECORDS FOR EQUIPMENT BEING INDUCTED INTO REPAIR ACTIVITY
- 727. SCREEN REPAIR PARTS REQUISITIONS FOR ACCURACY
- 728. MANAGE QUALITY ASSURANCE AND CONTROL PROGRAMS
- 729. NOMINATE FOR EVACUATION, EQUIPMENT WHICH MEETS ESTABLISHED CRITERIA FOR REPLACEMENT AND EVACUATION PROGRAM (R&E)
- 730. PREPARE ERO SHOPPING LIST
- 731. ESTABLISH PROCEDURES FOR CONTROL OF TOOLS AND TEST EQUIPMENT
- 732. VERIFY ENTRIES IN EQUIPMENT RECORDS UPON COMPLETION OF MAINTENANCE
- 733. PREPARE RECOVERABLE ITEMS REPORT (R&E)
- 734. PREPARE REPLACEMENT AND EVACUATION REPORT (R&E)
- 735. MONITOR ERO FOR PROGRESSION THROUGH MAINTENANCE/SUPPLY PROCESS
- 736. PREPARE CORRESPONDENCE

- 737. MONITOR INPUT TO THE MARINE CORPS INTERGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS)
- 738. CONTROL ISSUES FROM PARTS LAYETTES
- 739. CONTROL ISSUE OF REPAIR PARTS
- 740. PROCESS EQUIPMENT TO FLOAT, EVACUATION AND WASHOUT IN LIEU OF REPAIR
- 741. COMPLETE CONSOLIDATED MEMO RECEIPT (OMR) TO ACCOUNT FOR INVENTORY OF SHOP EQUIPMENT
- 742. STOCK PREEXPENDED BINS
- 743. INITIATE FOLLOW UP ACTION ON REPAIR PARTS REQUISITIONS
- 744. PREPARE FORMS NECESSARY FOR DISPOSAL OF EXCESS AND UNSERVICEABLE SHOP EQUIPMENT
- 745. PREPARE EQUIPMENT REPAIR ORDER (ERO)
- 746. SUBMIT RECOMMENDED CHANGES TO THE UNIT T/A FOR PUBLICATION
- 747. ESTABLISH/UPDATE STAFF SECTION WORKBOOK
- 748. REVIEW/UPDATE OPERATIONS POLICY FILES FOR CURRENCY
- 749. ASSIGN TRAINING AREAS, FACILITIES AND MATERIALS
- 750. DISSEMINATE OPERATIONAL REQUIREMENTS TO STAFF SECTIONS FOR CONTINGENCY PLANNING
- 751. REVIEW REPORTS FOR FORMAT SUCH AS OPERATIONAL, AFTER ACTION AND HISTORICAL
- 752. REVIEW OPERATIONS OF SUBORDINATE UNITS FOR CONTINGENCY PLANNING
- 753. REVIEW LOGISTIC REQUIREMENTS OF SUBORDINATE UNITS FOR CONTINGENCY PLANNING
- 754. PREPARE WARNING ORDERS
- 755. PREPARE FRAG ORDERS
- 756. PREPARE OPERATION PLANS/ORDERS/ANNEXES
- 757. ASSEMBLE OPERATION PLANS/ORDERS/ANNEXES

- 758. DISTRIBUTE OPERATION PLANS/ORDERS/ANNEXES
- 759. ESTABLISH UNIT TRAINING PROGRAM
- 760. PREPARE ADMINISTRATIVE PLANS/ORDERS/ANNEXES
- 761. ASSEMBLE ADMINISTRATIVE PLANS/ORDERS/ANNEXES
- 762. DISTRIBUTE ADMINISTRATIVE PLANS/ORDERS/ANNEXES
- 763. COMPUTE BULK CARGO CUBIC FEET REQUIREMENTS FOR AMPHIBIOUS SHIPPING
- 764. COMPUTE VEHICLE SQUARE FOOTAGE REQUIREMENTS FOR AMPHIBIOUS SHIPPING
- 765. ASSIGN BILLETING SPACES ABOARD AMPHIBIOUS SHIPPING
- 766. SCHEDULE THE MOVEMENT OF PERSONNEL, CARGO AND VEHICLES TO THE PORT OF EMBARKATION (POE)
- 767. EVALUATE UNIT MAINTENANCE PROGRAM USING MIMMS REPORT
- 768. EVALUATE UNIT READINESS USING MARES REPORT

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES, YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED. READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE TASKS YOU PERFORM.

PART II - TASK SECTION(CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED  
YOU PERFORM

X X X X X X X X X X  
YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY  
APPRECIATED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE  
MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR  
TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD  
BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING  
EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK  
WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED  
BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING  
PERFORMED BELOW AVERAGE.

NOTE: THE FOLLOWING PAGE CONTAINS AN EXAMPLE OF TIME RATING TASKS.

# TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

## E X A M P L E S

### QUESTION BOOKLET

### RESPONSE BOOKLET

#### TASK DONE

0001 TASK  
0012 TASK  
0035 TASK

0  
0  
0

0	0	0	1	1	2	3	4	5	6	7
0	0	1	2	1	2	3	4	5	6	7
0	0	3	5	1	2	3	4	5	6	7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.



**PART IV & V - WRITE-IN/REMARKS SECTIONS**

**INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:**

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING.

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.